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**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

**To:** Superintendents  
Special Education Directors  
Business Managers

**From:** Margaret C. Schelley  
Special Education Finance Manager

**Date:** August 9, 2010

**Subject: FY-2012 Special Education Service Plan**

Field Memo No.: 10-09

The forms and instructions for the FY-2012 Special Education Service Plan are being released and will be on the department Web site address below:

[http://education.vermont.gov/new/html/pgm\\_finance\\_sped.html](http://education.vermont.gov/new/html/pgm_finance_sped.html). The deadline for submitting the FY-2012 Service Plan is October 15<sup>th</sup>, 2010. It is important that the deadline is met in order for the Department to compile the information for the FY-2012 State Special Education funding formula projections which are due out on December 15<sup>th</sup>, 2010. If the Service Plan for a supervisory union is not received by the deadline, the Department is authorized to withhold funds due the supervisory union or its member school districts until the Service Plan is filed and accepted by the Department.

### **Service Plan Changed to Incorporate Change to Eligible Cost Rule**

There has only been one change to the actual Service Plan forms for FY-2012. The change on Section B, Part 1 is to eliminate the separate reporting for “core staff” in the two categories relating to mainstream special education instruction. The change is due to “core staff” being eliminated from the State Board Rules relating to special education formula eligible cost. Field memorandum 10-08 provides information about the change in the eligible cost rules that are in effect starting with FY-2011.

### **Electronic Version of the FY-2012 Service Plan Forms**

The electronic version of the forms is being sent to the Special Education Directors and the Business Managers. We will be sending out the Service Plan package in paper format to the Special Education Directors also as soon as the information is printed. Please be sure to use the FY-2012 version of the forms when the service plan is submitted.

For questions on Sections A, Parts 3-5, contact Mike Bailey at 828-3132. If you have questions about any other parts of the service plan, please feel free to contact me at 828-5119.